

**EMPLOYMENT OPPORTUNITY**

Job Title	Lead Dispatcher
Department	Police Department
Posting Date	December 10, 2010
Closing Date for Resumes/Applications	December 29, 2010
Grade Level & Starting Pay	Grade J, \$21.4362 Hourly
Exempt/Non-exempt	Non-Exempt
Status	Full-time

The City of Saint Charles Police Department is recruiting for a full-time Police Lead Dispatcher. Lead Dispatchers work under the supervision of the Lieutenant in charge of Communications.

Essential Duties and Responsibilities

The successful applicant must be able to perform all of the essential functions for the position and supervision of others within the Communications center. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned:

- Answers emergency calls from the public, gathers incident information and dispatches Police.
- Prioritizes and maintains contact with callers during dangerous, tense, and emotional situations.
- Tracks status of police personnel for availability and location for dispatch to emergency calls.
- Monitors communications from other agencies for information to pass-on to units in the field.
- Monitors warning sirens and issues warnings to emergency personnel.
- Enters and updates information regarding stolen articles, vehicles, and missing, abducted, and wanted persons and/or runaway juveniles in computer databases and advises officers in the field.
- Relays information to other law enforcement agencies as required.
- Dispatches additional personnel as required during emergencies and special assignments.
- Updates computer-aided dispatch information and relays information to officers as required.
- Maintains files for wanted persons, stolen articles/vehicles, and missing persons.
- Provides supervision of personnel in the communications/dispatch department.
- Prepares work schedules and performance evaluations for Communications Specialists.
- Counsels, directs, and disciplines employees and prepares reports as required.
- Assists in training new employees. May serve as a member of various employee committees.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED, with specialized college course work in management or a closely related field is preferred. Prior experience as a dispatcher required. Preference will be given to candidates with prior dispatch supervisory experience.

Contact Information

Interested applicants should submit a resume or application to: The City of Saint Charles Human Resources Department, Suite 301, 200 North Second Street, Saint Charles, MO 63301. Hours of operation are Monday through Friday 8:00 am to 5:00 pm. Employment applications can also be downloaded from the City's website and faxed to Human Resources at 636-940-4606. Website address for the employment application is: www.stcharlescitymo.gov

To assure consideration, applications should be received by 5:00 pm on December 29, 2010. Applications received after this date will be considered in order to increase the number of qualified applicants. Posting will remain open until the position is filled.